



West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091

CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

Office Order No. 1703

Dated: 23-09-2019

Procurement & Tender No. 4474 of 24/

Subject:- Revised procedure for procurement of single phase & three phase whole current energy meters, through the process of empanelment

The Procedure for procurement of Three Phase & Single Phase whole current Static Energy Meters through process of empanelment of vendors for two years with provision of extension of one year, was approved by the Board of Directors, in its meeting dated 13.10.2015, with a view to minimize time for tender finalization. Thereafter, Office Order no. 1029 dated 20.01.2016, was issued and procurement of single phase & three phase whole current energy meters, is done, following this procedure.

It is felt necessary to modify the relevant clause of this procedure for meters, in line with the procedure issued thereafter, for empanelment of other items. Moreover, some other changes are felt necessary, regarding sample meter re-testing, quantity for Limited Tender, etc. The Board of Directors, in meeting dated 22.08.2019, accorded approval to the proposed changes. After incorporation of the modifications, the Revised Procedure for procurement of single phase & three phase whole current energy meters, will be as detailed below:-

A. Freezing of "Technical Specification, Tamper Logic & its threshold values"

Technical Specification, Tamper Logic & its threshold values will be frozen both for Three Phase & Single Phase Whole Current Static Energy meters and it will remain unaltered for at least a span of Two Years with provision for further extension of one year. This will be done by Distribution Testing Department.

After final approval, the detail "Technical Specification, Tamper Logic & its threshold values" will be hoisted in the website of the Company for ready reference.

B. Floating of E – tender for empanelment of interested Meter manufacturer's

The e-tender will be floated for empanelment of interested meter manufacturers' detail of which is given below: -

i) The above E – tender will be single part for "Techno-commercial Evaluation" of participated Meter manufacturers towards empanelment. The aforesaid empanelment will remain valid for at least a span of Two Years with provision for further extension of one year.

ii) This E – tender will also have both "Technical & Financial Qualifying Requirement for interested Meter manufacturers" and the same will be evaluated. Technical & Financial Q/R are to be reviewed and frozen before floating the E-tender.

iii) The "Tender Fees" will be Rs. 24000/- (Twenty Four Thousand) only.

iv) EMD for Empanelment will be Rs.500000/- (Rupees five lakh) to be deposited in the form of DD/Pay Order favouring WBSEDCL and payable at Kolkata by the interested Meter manufacturers. This will be retained as "Deposit for Empanelment" and it will be refunded to empanelled vendor after expiry of "Total Empanelment period". Tenderer shall not claim any interest on Earnest Money Deposit. This Deposit will be liable for forfeiture along in case of the following:

(a) If the empanelled vendors on whom the order is placed fail to accept Purchase Order / LOI issued within their offered validity period.

(b) For failure to submit specified Security Deposit within time limit indicated in the Purchase Order / LOI.

(c) If any cartel is formed by the tenderer in their quotation.

v) The "Sample Testing" of deposited Meters by the Bidders will be done at our DTD Laboratory. CE(DTD) shall declare the name of meter manufacturers whose sample meters have been found to conform to the qualifying requirement. Thereafter, the list containing the name of eligible & qualified meter manufacturers will be finalized by in-house committee.

In case the manufacturers who deposited "Sample meters", are failed in 1st Sample Testing, will get chance to improve their product and offer for retesting at DTD through P&C Department towards empanelment after expiry of at least three months from the date of completion of entire 1st Sample Testing as a course of Vendor improvement. Sample for retesting may be submitted maximum upto two times during the entire period of empanelment

On every occasion of "Retesting of sample Meter", non – refundable Re – testing fees of Rs. 20, 000/- (Rupees Twenty Thousand)+Service tax, will have to be deposited by the respective meter manufacturers. The approved Meters will be kept as 'Prototype Sample' of all the empanelled manufacturers for the entire period of Empanelment.

vi) After completion of above process, List of Meter Type wise empanelled Meter manufacturers will be issued from P&C Dept and inclusion of vendors in the list, will be made from time to time, if required, after retesting of sample meters. The empanelled meter manufacturers shall not be required to offer sample meters for test requirements during the period of empanelment. The empanelment is liable for cancellation on review from time to time. The unsuccessful bidders will also be intimated accordingly.

vii) Hoisting of "Meter Category Wise" Empanelled Meter manufacturers will be done in WBSEDCL Website and will be updated time to time.

C. Purchase Advice – Purchase advice will be issued from P&C Department as per site requirement twice a year normally.

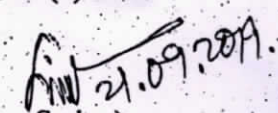
D. Procurement Action as per purchase Advice – The broad stepwise procedure for Procurement Action as per purchase Advice is given below: -

i) Limited E – Tender will be floated among the empanelled vendors, where existing Purchase Policy and Purchase Procedure (with latest amendments),

for Open Tender, will be followed. Empanelled vendors having residual quantities of undelivered materials/equipment of previous order, have to complete the delivery before opening of price bid.

- ii) Opening of price Bid and finalisation of "L1 price" through "Reverse Auction" procedure as per existing policy.
- iii) Awarding of Contract and distribution of order as per our existing Purchase Policy after "Price matching", if agreed to by other vendors.
- iv) The new entrant Meter manufacturers for WBSEDCL, who comply the Technical & Financial Q/R and passed in Sample Testing, will get 30% of Tender quantity, if became L1 after reverse Auction. Manufacturers who will be empanelled as fresh manufacturer and opted for "Promotional Order" may get "Promotional order of maximum 5% of Tender quantity, if they match with L1 price after reverse Auction.
- v) As per prevailing practice, 5% of ordered value is to be submitted as "Security Deposit" by the vendors on whom order is placed. There will be provision for release of Security Deposit as per present "Purchase Policy".

E. For procurement of next Phase - In Limited E - Tender inclusion of any other successful vendor will be accepted as per policy described under B (v) above.


(Sujay Sarkar)
Director (HR)